



**KATHLEEN CONNELL**  
**Controller of The State of California**

**Notice of Probate Referee Examination**

**Notice is hereby given that the State Controller's Office will conduct  
an examination for the position of Probate Referee on May 6, 2000.**

The State Controller of California is authorized by law to appoint at least one probate referee for each county. Currently there are 121 appointed probate referees in California. Approximately 28 appointments will be made by the Controller. Applicants must meet the minimum professional requirements discussed below, successfully pass an examination and be interviewed by a panel of judges and attorneys. The Controller will make her appointments after considering the recommendations from the interview panel.

Applicants for appointment must possess threshold academic and/or relevant professional experience in order to take the examination and be considered for appointment. Applicants must meet at least one of the following criteria:

- \* Bachelor degree plus at least 75 class hours in appraisal/valuation classes; or
- \* 4,000 hours of experience within a four year period appraising real and/or personal property;  
or
- \* Certified as an appraiser by the California Office of Real Estate Appraisers, the Appraisal Institute or the American Society of Appraisers; or
- \* Attorney with a minimum of five (5) years as a member of the California State Bar; or
- \* Certified Public Accountant with a minimum of five (5) years as a licensed CPA in California

**Interested persons who meet the above requirements should call Cooperative Personnel Services at (916) 263-3624 and request an application for the position of Probate Referee. Please return completed applications to: Cooperative Personnel Services, Attn: Probate Referee Program, 191 Lathrop Way, Suite A, Sacramento CA 95815. Applications must be received by April 21, 2000. The examination will be given on Saturday, May 6, 2000 in selected sites around the state.**

*Note: Please note that five (5) letters of recommendation from the references you list on your application will be required to be considered for appointment. All letters are to be received in this office no later than June 12, 2000. Send letters directly to: State Controller's Office, Probate Referee Program, Attn: Beth Holroyd, 300 Capitol Mall, Suite 1850, Sacramento, CA 95814.*

# PROBATE REFEREE

## *Written Qualifying Examination*

**EXAMINATION DATE:** May 6, 2000

**FINAL FILING DATE:** **April 21, 2000** All applications must be **received** by the final filing date. Applications arriving through the mail, or personally delivered after the final filing date will not be accepted for any reason. You may obtain an application by contacting Cooperative Personnel Services at the address or telephone number listed below. Applications may be filed in person or by mail with:

**Cooperative Personnel Services**  
**Attn.: Probate Referee Program**  
**191 Lathrop Way, Suite A**  
**Sacramento, CA 95815**  
Telephone: (916) 263-3624  
California Relay Service from TDD: 1-800-735-2929

### **EXAMINATION FEE**

An examination fee of \$75.00 (check or money order made payable to the Office of the State Controller) is required of each applicant, and must accompany the application. This fee is not refundable.

### **DEFINITION**

A Probate Referee independently appraises all real estate and tangible and intangible personal property except cash-type items in probate estates; applies probate law to the facts; may hold hearings to obtain the necessary facts and resolve issues of the application of the law to the facts; and other duties as provided by law.

### **APPOINTMENT**

A Probate Referee is appointed to a panel in the county of his or her residence by the State Controller for a term of four years or as otherwise provided by law from a list of persons determined to meet the minimum qualifications.

There are approximately 121 Probate Referee positions on county panels statewide; currently, approximately 28 of these positions will be available for re-appointment. Please note that the law gives the State Controller absolute authority over the establishment of standards of training, performance and ethics for Probate Referees. Appointments are subject to termination for a violation of established standards of training, performance or ethics or for any other reason provided by law.

Prior to appointment, personal interviews and fingerprints will be required. Investigation may be made of experience and personal histories.

(Continued on reverse)

## **LENGTH OF QUALIFICATION**

A person who passes the examination is eligible for appointment for a period of five years from the date of examination. Applicants must still successfully complete any additional qualifications required by the appointing controller including but not limited to an interview.

## **COMPENSATION**

Probate Referees are not salaried but are remunerated, by law, by fees paid directly by the estate (ordinarily 1/10 of 1% of the appraised value in each case - cash-type items excepted - to a maximum of \$10,000 per estate) from which the referee must pay all expenses (mileage, rent, employee salaries, office expenses, etc.).

## **PROHIBITED PARTISAN POLITICAL ACTIVITIES**

A Probate Referee (or any applicant for or person seeking such appointment) shall not, directly or indirectly: (a) solicit, receive, or contribute, or be in any manner concerned in soliciting, receiving or contributing, any assessment, subscription, contribution or political service for any campaign for the Office of the State Controller; or (b) solicit, receive or contribute, or be in any manner concerned in soliciting, receiving or contributing, any assessment, subscription or contribution for any campaign for any other partisan public office of this state exceeding \$200 to any party or any candidate in any one year.

**Any person who within the last two years preceding appointment has engaged in any such prohibited activity is not eligible for appointment. Probate referees must agree to not solicit nor receive political contributions from persons related to the conduct of probate referee business.**

## **MINIMUM QUALIFICATIONS**

To be appointed as a Probate Referee, a person must by experience, background, training and temperament, be qualified to exercise sound judgment in the determination of fair market values of property of all types, real and personal. **Applicants must possess the education/experience requirements as listed on the application** to be accepted into the written examination. Passing the written examination is also required of those seeking appointment as a Probate Referee. The pass point is 75%.

The written examination will last approximately three hours and will be administered by Cooperative Personnel Services in as many locations statewide as the candidate group justifies. Travel to testing sites will be minimized to the extent possible given the geographical breakdown of those accepted into the written test. Notices will be mailed to those accepted into the written examination two weeks prior to the written test indicating where and when to appear for the exam. Reasonable accommodation may be made for unusual circumstances such as religious convictions or physical conditions. A written explanation and request must accompany the application. Candidates may bring non-programmable calculators to the examination.

## **SCOPE OF WRITTEN EXAMINATION**

1. Principles, methods and techniques of appraising real property of all types, including residential, rural, industrial and commercial.
2. Principles, methods and techniques of appraising tangible and intangible personal property of all types, including business, partnerships and closely held corporations.
3. Judgement; analytical and reasoning ability.
4. General understanding of the laws and procedures relating to probate, wills, community and quasi-community

## APPLICATION FOR PROBATE REFEREE

*Please print legibly or type*

*Supplemental information may be attached*

**COUNTY OF APPLICATION:** \_\_\_\_\_  
*(List all counties of interest)*

<b>1. FULL NAME</b>	<b>Last</b>	<b>First</b>	<b>Middle</b>
<b>2. ADDRESS</b>	<b>Home Address</b>	<b>(County: _____ )</b>	<b>Home Phone</b> (    )
	<b>Business Address</b>	<b>(County: _____ )</b>	<b>Business Phone</b> (    ) <b>FAX#</b> (    )
<b>3.</b>	<b><u>Social Security Account Number:</u></b> -    -		
<b>4.</b>	Have you taken the Probate Referee exam previously? If yes, when? (List most recent exam first)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5.</b>	Do you have physical condition for which you may need accommodation during the written test? (If yes, see section 15 of this application)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6.</b>	Do your religious convictions prevent you from taking an exam on Saturday? (If yes, see section 15 of this application)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7.</b>	Have you ever been convicted by any court of an offense? (If yes, see section 15 of this application) (You may omit traffic violations for which the fine was less than \$100)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>8.</b>	Do you have any physical conditions which may limit your ability to perform if appointed? (If yes, see section 15 of this application)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>9.</b>	Have you ever been discharged or have you ever resigned under pressure or unfavorable circumstances from any employment? (If yes, see section 15 of this application)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>10.</b>	Are you a legal citizen of the United States? (If you answered No, do you have the legal right to work in the United States?)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

. . . . . **Entrance Requirements** . . . . .

You must possess at least one of the following sets of experience and or educational patterns to be accepted into the written exam for Probate Referee. Check as many boxes as apply:

- ☐ **Possession of a Bachelor's Degree in any field plus at least 75 hours in appraisal/valuation classes** *(Please be sure to highlight the details of how you meet this pattern on pages 2 & 3)*
- ☐ **At least 4,000 hours of experience within the last four years appraising real and/or personal property** *(Please be sure to highlight the details of how you meet this pattern on pages 2 & 3)*
- ☐ **Certification as an Appraiser by the California Office of Real Estate Appraisers, the Appraisal Institute or the American Society of Appraisers** *(You must fill out section 13 on page 2)*
- ☐ **Attorney with a minimum of five (5) years as a member of the California State Bar**
- ☐ **Certified Public Accountant with a minimum of five (5) years as a licensed CPA in California**

## APPLICATION FOR PROBATE REFEREE – PAGE 2

**11. REFERENCES**      Name (No Relatives)      Address      Phone #      Occupation

1.)

2.)

3.)

4.)

5.)

**12. Education**      High School graduate?      ☐ Yes   ☐ No

Passed high school equivalency?      ☐ Yes   ☐ No

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	COURSE OF STUDY	COMPLETED		DEGREE	Date Completed
		Sem. Units	Qtr. Units		

### BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOLS

**13. Currently valid certificates of professional or vocational competence or licenses (Please indicate license number, if any, and expiration dates):**

**14. Membership in professional associations:**

**15. Explanation of “YES” answers to questions 5, 6, 7, 8 or 9**

(NOTE: Individuals who have physical conditions or religious convictions which prevent them from taking this exam under “standard” conditions may request special accommodation. Attach a letter of explanation and request. You may be contacted to provide confirmation documentation.):

## APPLICATION FOR PROBATE REFEREE – PAGE 3

- 16. Experience:** Begin with your most recent work experience. List all experience gained within the last seven years, including US Military service. Detail the duties which apply toward the entrance requirements listed on Page 1 of this application. Experience may be paid or volunteer.

<b>PERIOD OF EMPLOYMENT</b>		<b>JOB TITLE AND MOST IMPORTANT DUTIES PERFORMED</b>	<b>NAME/ ADDRESS/ PHONE # OF EMPLOYER</b>
<b>FROM</b>	<b>TO</b>		
			Reason for leaving:
			Reason for leaving:
			Reason for leaving:
			Reason for leaving:
			Reason for leaving:

- 17. Using an attachment, please list in detail the areas in your background which qualify you to:**

A. Appraise real estate of all types (residential, rural, commercial, industrial, etc.): leasehold and other interests; oil royalties, etc.

B. Appraise tangible and intangible real property of all kinds, such as equipment, household and office furnishings, vehicles, antiques, paintings, objects of art, jewelry, securities of all types, businesses, closely-held corporations, partnerships, etc.

C. Analyze financial statements and prepare consolidated balance sheets.

- 18. On the same attachment please outline your experience and knowledge in each of the following:**

A. Probate procedure and practice

B. Community property law

**APPLICATION FOR PROBATE REFEREE – PAGE 4**

**Please use an attachment to expand upon any of the following questions:**

19. Have you ever acted as an expert witness? ☐ Yes ☐ No – If yes, please give details
20. Have you ever participated in hearings where testimony was taken? ☐ Yes ☐ No – If yes, please give details
21. List **PAST** public offices, appointive and elective, with dates and where held  
(List “None” if applicable)
22. List **Current** public offices, appointive and elective (List “None” if applicable)
23. If answer to 22. Is other than “None”, would such office either directly or indirectly cause any conflict of interest with that of a Probate Referee?  
☐ Yes ☐ No – If yes, please explain.
24. Would any of your personal or business activities directly or indirectly preclude you from making certain types of appraisals due to a conflict of interest?  
☐ Yes ☐ No – If yes, please explain.
25. If you were appointed as a Probate Referee, would you in all cases disqualify yourself if there was any conflict of interest, even though that conflict may be indirect?  
☐ Yes ☐ No

**26. CERTIFICATION OF APPLICANT –Read carefully before signing:**

**I HEREBY CERTIFY UNDER PENALTY OF PERJURY** under the laws of the State of California that all statements made in this application, including attachments, are complete, true and correct. I agree and understand that any misstatements or omission of material fact will be cause for disqualification and revocation of any appointment as a Probate Referee.

*Signature:* \_\_\_\_\_

At \_\_\_\_\_, California, on \_\_\_\_\_, 2000